

Neha Dogra

nehadogra7011@gmail.com

+91-8368006708

LinkedIn: - [linkedin.com/in/nehadogra-431b76202](https://www.linkedin.com/in/nehadogra-431b76202)

Vasundhara, Sec-10/C, H. No.-53

Ghaziabad, Uttar Pradesh



CAREER OBJECTIVE

In order to exhibit my knowledge and financial skills, looking forward for a career opportunity in an organization of repute further assisting in achievement of mutual benefits.

WORK EXPERIENCE

TRANSPORT CORPORATION OF INDIA LIMITED (SUPPLY CHAIN SOLUTIONS)

Roles and Responsibility as a Credit Control Officer: - (July-22 to Present)

- Handling the accounts of Maruti Suzuki India Limited dealers.
- Managing the customer accounts for clearing our outstanding.
- Processing invoice using ERP software.
- Notify debtors by emails regarding their outstanding.
- Preparation of monthly quarterly and annual reports for custom.
- Conducting credit checks on new clients.
- Responsible for timely resolving of customer queries related to their accounts.
- End to end follow up for outstanding to minimize the debtor payments.

NZ SEASONAL WEAR PVT. LTD. (10 Months)

Roles & Responsibilities as an Assistant Accountant: -

- Recording of Billing, Purchasing entries of stock in the software.
- Mailing monthly report of each transaction to the Head of Department.
- Maintaining all fabricators accounts.

INTERNSHIPS

- Summer Internship: - PNB MetLife India Insurance Co. Ltd. (1 Month)

Roles & Responsibilities-

1. New client acquisition
 - a. Responsible for generating leads for the company.
 - b. Converting the clients on the joint calls with the senior associates.
2. Understanding client financial position and suggesting tools for their future benefits.

- Academic Project: - Fast moving consumer goods sector

Synopsis: - The study belongs to FMCG sector focus upon understanding and analyzing the consumer perception towards FMCG products during COVID era.

CERTIFICATIONS

- UDEMY –
 - Financial Analysis and Financial Modeling using MS Excel.
 - Financial Accounting Total – Beginners to Advance.
 - Microsoft Excel Beginner to Advance.
 - Hiring Process: Talent Management.
- IITBX – Workplace communication.
- TCS ION – Communication skills.

EDUCATION

1. MBA (Finance and Human Resource)
Jaipuria Institute of Management, Ghaziabad.
(2020-22)
2. B.Com. Delhi University, School of open learning
3. 12thCBSE (2016)
4. 10thCBSE (2014)

KEY SKILLS

1. **IT Proficiency:** - MS-Office (Word, Excel, Power-Point)
2. **Software-** Tally ERP
3. Good interpersonal skills.
4. Analytical Skills.
5. Good at written and oral communication.
6. A keen observer and a great perceiver.
7. Leadership skills.

AWARDS & ACHIEVEMENTS

- Received certification of achievement from TCS ION on successful completion of Career Edge -Young Professional course.
- Diploma in Finance and Banking from F-Tech Institute.
- Social worker at Umeed a drop of hope -NGO.
- Got cash prize in the Presentation competition organized by F-Tech institute.

EXTRA CURRICULAR ACTIVITIES

- Attended the Advance Excel Workshop from JS ACADEMY held on 23rd May, 2021.
- Attended the Learn with Icon webinar organized by Internshala Trainings on 20th April 2021.
- Completing the Financial Modeling Workshop from LEAPUP EDUCATION PVT. LTD.